

## Frequently Asked Questions For SARP and COCA

### **Letter of Intent:**

**1. Should I submit a Letter of Intent?**

While not required, Letters of Intent are highly encouraged and **should be received, via email, by the competition manager for the SARP and COCA programs by 5 p.m. Eastern Time, July 30<sup>th</sup>, 2015.** Please note that you will not receive a receipt confirming submission of your LOI.

**2. How long should they be and what should they include?**

Letters of intent should be between one to two pages in length (and should be in 12 pt font with one inch margins in a document equivalent to 8 ½" x 11" paper) and should clearly describe the goals/objectives, brief proposed methodology, application to decision makers, and potential partners of the project; you should feel free to use these elements as subheaders in your LOI. We don't need you to provide figures, references, or other information; this is not a mini proposal but an opportunity for you to clearly describe your intended project.

**3. Can I send in more than one Letter of Intent to the same program (or one to several different programs)?**

Yes.

**4. Does the Letter of Intent need to include budget information?**

No.

**5. How much commitment by potential partners must be demonstrated at the Letter of Intent stage?**

For the letter of intent stage, it is useful to know whom you are planning on partnering with but we don't need to know the commitment from potential partners at this time. We will need to know this information at the final application.

### **General and full proposal questions:**

**1. Where do I find information on the NOAA Climate Program Office (CPO) competitions?**

The FY2016 Federal Funding Opportunity (FFO) is available on Grants.gov and the CPO website. The program specific information sheets are available on the CPO website. The FFO contains general information on how to apply to each program and the program specific information sheets outline research topics and priorities for FY2016. Therefore, it is important that you read both the FFO and the program specific information sheets so that you understand the process as well as the research topics, priorities and requirements of the program to which you are applying.

**2. Which Program Information Sheet contains the specifics for the SARP and COCA programs?**

To learn more about the research topics, priorities and requirements for the SARP and COCA programs, review the Climate and Societal Interactions (CSI) Information Sheet available [here](#).

3. **Can I apply to more than one program and/or several times to the same program?**  
Yes.

4. **Are there examples of successful ongoing and past projects you can direct me towards?**

A list of funded SARP and COCA projects can be found at the following links. Note that they are in the process of being updated so the newer projects may not yet appear:

- [SARP homepage](#)
- [COCA homepage](#)

5. **What is the full application due date?**

**Full applications must be received by 5:00 p.m. Eastern Time, September 23<sup>rd</sup>, 2015. Applications must be submitted via grants.gov unless the applicant does not have access the Internet.** Because validation or rejection of an application by grants.gov may take up to two business days after submission, we HIGHLY advise applicants to submit their application through grants.gov a day or two prior to the deadline to ensure proper submission.

Make sure you receive a receipt confirming submission from Grants on Line. This will count as your official receipt; you will not receive one from the competition manager. If you are having problems contact the help desk at: 1-877-662-2478.

We also highly suggest that as a back up, or if you do not have Internet access, submit your proposal as a hard copy via mail or courier. Mailed submissions must also be received in the office by **5:00 p.m. Eastern Time, September 23, 2015**. Hard copies received after this date and time will not be accepted. **Applications cannot be submitted via email or fax.**

6. **Can I submit a letter of support as part of the application package?**

Federal and non-federal employees can submit letters of support as part of the application. If an applicant has identified a community with which they will be working, a letter will show commitment from both parties; no letter will portray the opposite. If you have a number of letters to include, feel free to reduce them and put several on one page. On the other hand, too many letters, (i.e., from those not directly involved in the proposed study) may be irrelevant to the reviewers. All letters of support must be submitted as part of the application package and are included in the page limit.

7. **What is the application package page limit and what does that include?**

Full applications are limited to 35 pages using 12-point font type with one-inch margins on standard 8.5 by 11 inch paper. For full applications with 3 or more Principal Investigators (PI), the page limit is increased to 40. Principal Investigators refers to all lead and co-PIs. The page limit includes the title page, abstract, results from prior research, statement of work, budget justification, budget table, vitae, current and pending support, associated figures, references, letters of support, and appendices. Appendices or separate attachments cannot be used to circumvent the page length. The full proposal should be integrated into one electronic file. All of the Federal Forms (SF424, SF424A, SF424B, CD511), the NEPA Statement, and other mandated forms should be submitted in separate files and are not

included in the page count. Make sure that the title page includes the title of the project, all of the lead PIs names, institutions, phone numbers, and email addresses (indicate which one is the awarding institution). If applicable, also make sure to indicate on the title page if this proposal has subawards or is being submitted via separate applications along with a chart that is a breakdown of the budget by institution and year.

**8. How do we apply if more than one institution is involved in the project?**

There are two options: option (a) one institution is the lead and the other institution(s) subcontract to the lead; option (b) each participating institution submits separate applications. If using option (b), each institution MUST SUBMIT the exact same full proposal, the Federal forms and budgets tables should be institution-specific. In this case, the title page should show the different institutions involved so that we can be assured that all have been submitted as well as their budget numbers by year (often this is done in a table).

**9. What are the funding limits and time frame requirements for a proposal?**

- SARP Extreme Events Preparedness, Planning, and Adaptation Within the Water Sector: One or two year grant with a limit of \$150,000 per year.
- SARP Coping with Drought in Support of the National Integrated Drought Information System (NIDIS) One or two year grant with a limit of \$150,000 per year.
- COCA Ecosystem Services for a Resilient Coast in a Changing Climate: One or two year grant with a limit of \$300,000.

**10. Can Federal Employees apply?**

Principal federal investigators who wish to apply to this Announcement of Opportunity should submit their proposal directly to the program manager via email by the deadline listed above. However, note that we cannot support federal employee salaries.

**11. Can for-profit or NGOs apply?**

Yes. However, keep in mind that the results of the work are public and cannot solely benefit one organization or community.

**12. What is the nature of the Investigator Teams?**

Multidisciplinary teams of investigators are often best suited for addressing the complex issues related to climate, environment, society and enhanced adaptation through the use of science and/or technology. Thus, we encourage applications from PI teams integrating across the disciplines of the social, natural and/or physical sciences. In the past, many of the successful projects have involved decision makers/stakeholders/resource managers as direct participants in the planning, research, dissemination, and/or evaluation phases of the project. Finally, the proposal should include a clear explanation of the roles of the investigators and how the team will interact and integrate the multiple components. Investigators who will not be requesting funds for salaries must also be listed along with their estimated time of commitment.

**13. Are the projects only domestic in nature?**

Unless otherwise noted, projects can be focused in the US or overseas where the impacts of

climate are acute and/or significant and are relevant to NOAA interests. International institutions should review the FFO for information on eligibility requirements.

**14. Any other advice?**

- Work with your institution to check out the requirements for submission NOW! There are some requirements that may take a few days to weeks to obtain (e.g., a Grants.gov user ID, DUNS number, SAM user account, etc.) and you will not be able to submit your applications without them. This is particularly important for organizations that have never used the Grants on Line system before.
- Please note that support for extensive modeling of physical and natural systems is more appropriately handled through the climate science programs within the other sections of NOAA's Climate Program Office or from other federal agencies.
- We encourage investigators to: 1) clearly and succinctly, within their abstract, describe the purpose of the work and relevance to the decision-making community they are working with; 2) describe in detail the proposed methodology and how it will be accomplished; 3) clearly identify the climate variability and change research, data, and/or information that will be used; 4) clearly define expected outcomes and outputs; 5) describe your plan to measure the success of the project; and 6) provide a clear plan for dissemination of the findings to relevant audiences.
- A successful project would include an evaluation component at the end of the project (and/or earlier if appropriate) to assess its utility to the stakeholder/decision-makers/users.
- Applications that can show that they are building on what is already known from the published literature about the proposed topic (e.g., value of climate information, decision making under uncertainty, use/transfer of new scientific information, integrated modeling of natural and human systems, impact of climate on sector activities, sectoral decision making analyses) illustrate that the PIs have a comprehension of the topic and that their proposed work will augment the existing science.

**15. When should we expect to hear whether we have been funded?**

Expect to hear from us late spring 2016. Feel free to contact the program manager at this time for an update.